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15 March 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 10
8 - 12 March 1971

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1. [REDACTED] has made an extraordinary recovery after his operation and will probably be released from the hospital during the week of 15 March.

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2. [REDACTED], OL, in the Advanced Management Program at Harvard, has been asked by the Dean to give a lecture on CIA to a luncheon meeting of the "76 Club," a group of Boston businessmen and professionals, on either 2, 16, or 23 April. Mr. [REDACTED] 25X1A9a doesn't feel capable to give the talk and has requested a professional briefer from Headquarters. I will give the request to SIWA.

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4. a. Logistics continues to use the Air Force's Contract Law and Contract Administration courses extensively. Presently three OL employees are at Wright-Patterson Air Force Base and one is scheduled for the latter part of this month. Spaces for these courses are becoming increasingly difficult to obtain on a last-minute basis because tight budgets have caused many programming alterations.

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b. Five employees are scheduled to attend the Ballistic Missile Staff Course, Vandenberg Air Force Base, in March: DCS - 1, OSR - 2, NPIC - 1, FMSAC - 1.

c. Seven employees (OSR - 3, OBGI - 1, NPIC - 1, OSI - 1, IRS - 1) were sent to Sandia Base for DASA's Nuclear Weapons Orientation Advanced Course which started 1 March. One WOA remains for this fiscal year. The final DASA course for this fiscal year will be the controversial Nuclear Weapons Capabilities and Design Course (Class No. 2) starting 3 May. We have two slots in this.

d. Agency planners are showing increasing interest in computer training courses offered at the National Security Agency. NPIC sent five employees for programmer training. [REDACTED] also, 25X1A8a has two employees starting the same course on 15 March. In addition, OC has three Technicians enrolled in the Communications Signal Analysis Course, starting 22 March.

e. To date, our quota for the Department of Defense Computer Institute's Senior Executive Course starting 29 March has not been filled. O/DCI and DDI both came back with negative replies; DDP/TRO and DDS are now checking for a possible nominee.

f. NPIC is interested in sending one of its employees to the DODCI Introduction to Computer Technology Course for GS-12, 13, and 14's. Spaces in this course are not readily available; we do have a promise from DODCI for the next open space.

5. The CT office completed the microfilming project and the camera will go the Visual Aids Branch for [REDACTED]'s use in 25X1A9a filming OTR's official course rosters. AIR has been trying to ready the folders for filming, but to date only three cubic feet have been completed. We have three more cubic feet of folders here at Headquarters and 28 cubic feet at the Records Center. Two or three of our employees have been working each Saturday trying to catch up on preparation of training input for OCS's use in updating the Agency Training Record.

The 3M Reader/Printer was delivered to OTR this week. It will be set up in the CT office to enable them to verify their films and then it will be moved to AIR.

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6. [REDACTED], OSI, was given an administrative briefing in connection with his sponsorship in a full-time academic training program at Catholic University. After signing his training agreement, Mr. [REDACTED] informed us that he will probably seek an

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prepared for portions of this course. Nancy is attending in order to become familiar with the content so that she can assist with the programming.

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conduct a Delphi exercise in OTR, and plans are under way to begin as soon as the necessary personnel are available.

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14. On 10 March [REDACTED] presented information on how they plan to conduct a briefing course for TSD. The reason for this is that many of the TSD personnel do not have full-time instructional responsibilities; it is not necessary for them to take the Instructor Training Workshop, but since they do have briefing responsibilities they need some information on how to brief effectively. This session took 90 minutes and 55 members of TSD attended. What we plan is to give them six sessions, twice a week, half a day for three weeks. Don showed the group how any one of them could prepare his own vu-graphs and slides, in a few minutes, without involving any graphic specialists. [REDACTED] 25X1A9a

25X1A9a [REDACTED] before giving the talk at TSD.

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[REDACTED]
Chief
Instructional Support Staff

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